



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20381-0001

IN REPLY REFER TO

NAVAIRINST 5451.68F CH-1

AIR-712

14 Jun 85

NAVAIR INSTRUCTION 5451.68F CHANGE TRANSMITTAL 1

From: Commander, Naval Air Systems Command

Subj: ESTABLISHMENT/DISESTABLISHMENT OR MODIFICATION OF NAVAL
AIR SYSTEMS COMMAND SHORE ACTIVITIES AND DETACHMENTS

1. Purpose. To issue a change to the subject instruction.
2. Action. Addressees will make the following pen changes to NAVAIR Instruction 5451.68F:

a. Page 1

(1) Delete reference (b) in its entirety and renumber references accordingly in the reference block and throughout the instruction.

(2) Paragraph 1, lines 1 and 2, delete the "s" on "references" and delete "and (b),".

(3) Paragraph 3c, lines 1 and 2, delete "within the Naval Material Command (NAVMAT)".

(4) Paragraph 3d, line 1, delete "within NAVMAT"; lines 2 and 3, delete "the Chief of Naval Material (CNM)" and insert in its place "NAVAIR"; and lines 4 and 5, delete "with six or more personnel and".

b. Page 2

(1) Delete paragraph 3e in its entirety and renumber remaining subparagraphs accordingly.

(2) Paragraph 4b, line 1, delete "CNM, along with other".

c. Page 3

(1) Paragraph 4d, delete in its entirety.

(2) Paragraph 5, line 1, delete "CNM and" and insert in its place "Commander, Naval Air Systems Command"; add parentheses around COMNAVAIR.

(3) Paragraph 6, line 1, delete "CNM" and insert in its place "COMNAVAIR".

(4) Paragraph 8a(1), lines 3 and 4, delete the words "CNM for category 2 detachments"; line 4, change "COMNAVAIR for category 3 detachments" to "COMNAVAIR for category 2 detachments"; line 5, delete the "s" on "references" and delete "and (b),".

1d. Page 4. Paragraph 8c, line 3, delete "via CNM"; line 4, delete "or to CNM for category 2 detachments,"; line 5, delete the "s" on "references"; add a second parenthesis and period after "(a)"; delete the words "and (b))."; and change "Category 3 requests" to read "Category 2 requests".

e. Page 5

(1) Under Copy to, delete "A4A (MAT-051, MAT-08)" and insert in its place "A3"; add in line 5 after Program Directors, "Designated Program Managers, Program Coordinators, and Office and".

(2) In last line, change the zip code to read, "19120-5099".

J. W. Kerpelman
J. W. KERPELMAN
By direction

Distribution: (2 copies each)
SNDL: FKR

Copy to: (2 copies each unless otherwise specified)
SNDL: A3; C37E4 (NPPSDO, NDW C/L); C37F3 (Morgantown (1 copy)); FKA1A (Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Program Coordinators, and Office and Division Directors), AIR-07D21 A/L (1 copy), AIR-712 (5 copies), AIR-7221 (10 copies), AIR-7221F (40 copies)

Stocked: Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 5451.68F
AIR-712
17 Jan 1985

NAVAIR INSTRUCTION 5451.68F

From: Commander, Naval Air Systems Command

Subj: ESTABLISHMENT/DISESTABLISHMENT OR MODIFICATION OF NAVAL
AIR SYSTEMS COMMAND SHORE ACTIVITIES AND DETACHMENTS

Ref: (a) OPNAVINST 5450.169D

~~(b) NAVMATINST 5450.38B~~

~~(b) (c) NAVAIRINST 5451.67C~~

(R)
(R)

1. Purpose. To implement and supplement reference ~~(a) and~~
~~(b)~~, and provide policy and procedures for establishing,
disestablishing, and modifying shore activities, including
detachments, of Naval Air Systems Command (NAVAIR).

2. Cancellation. This instruction supersedes NAVAIR Instruc-
tion 5451.68E of 10 January 1983.

(R)

3. Definitions

a. Shore Activity. An activity on shore, established by
the Office of the Secretary of the Navy (SECNAV) following
reference (a).

b. Detachment. A physically distinct (separated by over
50 miles from the parent activity) but functionally related
and administratively dependent unit, including one person
detachments, of a duly established naval activity, command,
bureau, or office of the Department of the Navy. A detachment
is not a separate shore activity. Its manpower is provided
from existing authorized manpower resources of its parent
activity.

c. Category 1 Detachment. A term used ~~within the Naval~~
~~Material Command (NAVMAT)~~ to identify detachments requiring
the Chief of Naval Operations (CNO) approval as described in
paragraph 4a below.

d. Category 2 Detachment. A term used ~~within NAVMAT~~ to
identify detachments requiring ~~the Chief of Naval Material~~ **NAVAIR**
~~(CNM)~~ approval. This includes any permanent (anticipated to be
required for more than 6 months) detachment ~~with six or more~~
~~personnel and~~ not meeting the criteria in paragraph 4a below.

~~e. Category 3 Detachment. A term used within NAVMAT to identify detachments requiring systems command, CNM designated program manager, or Deputy Chief of Naval Material for Laboratories approval. This includes any permanent detachment with five or fewer personnel and not meeting the criteria in paragraph 4a below.~~ → See Ch-1 14/06/85

e. ~~ff.~~ Trainee exemption. Persons located away from their parent activity solely for formal training purposes are exempt from provisions of reference (a) and need not be established as detachments or be placed on the rolls of host activities.

f. ~~g.~~ Physically distinct location. More than 50 miles away from the parent activity, command, or office. All physically distinct organizational elements must be established as detachments.

g. ~~h.~~ Permanent establishment. Assignment of one or more persons (trainees excepted) to a physically distinct location for a period anticipated to exceed 6 consecutive months.

4. Discussion

a. Reference (a) promulgates, among other things, procedures for obtaining approval for the establishment, disestablishment, or modification of shore activities and detachments. The CNO, acting as Executive Agent for SECNAV, reviews and approves proposals to establish, disestablish, or modify all shore activities, plus detachments when:

(1) more than 50 permanent civil service and/or military personnel are on-board, or are anticipated;

(2) the title and status of officer in charge is desired for the detachment's military head (not approved for detachments with less than ten permanent personnel, except in special circumstances); or

(3) listing in the Standard Navy Distribution List (SNDL) is required. SNDL listing is not approved for detachments with less than ten permanent personnel except in special circumstances.

b. Reference (a) authorizes ~~CNM, along with other~~ cognizant echelon 2 commanders, to approve the establishment, disestablishment, or modification of detachments when the conditions contained in paragraph 4a above do not exist.

c. Reference (a) further requires that echelon 2 commanders maintain official lists of detachments for their commands.

~~d. Reference (b) delegated authority to the Commander, Naval Air Systems Command (COMNAVAIR) to approve category 3 detachments when five or fewer personnel are assigned and the conditions contained in paragraph 1a above do not exist.~~

See Ch-1
14/06/85

5. Policy. It is the policy of ~~CNM~~ ^{Commander, Naval Air Systems Command} and (COMNAVAIR) to establish and retain shore activities or detachments only when needed to perform essential work that cannot be performed effectively or efficiently by existing organizations, either within the same geographical area or at a central location.

6. Criteria. To implement ~~CNM~~ ^{COMNAVAIR} detachment policy, the following rules will be applied:

a. Except when justified by unique geographical conditions, separate detachments will not be established at locations less than 50 miles from their parent command or activity.

b. In the absence of compelling reasons to do otherwise, organizations with over 100 personnel will be established as naval shore activities and not as detachments.

c. Detachments with less than ten personnel will not normally be listed in the SNDL.

d. The title "officer in charge" will not normally be assigned to the top official of detachments with fewer than ten personnel.

e. "Fenced units" (specified functions, organizational elements, or resources within an activity subject to external control outside the established command chain) will not be established as substitutes for detachments.

7. Scope. This instruction applies to all levels of NAVAIR including the Naval Air System Command Headquarters (NAVAIRHQ) detachments, established shore activities and their detachments.

8. Action

(R)

a. Responsible commanders and officials will:

(1) ensure no shore activities or detachments are established or modified without the approval of CNO for shore activities and category 1 detachments, ~~CNM for category 2 detachments~~, or COMNAVAIR for category ~~2~~ ³ detachments (as required by reference (a) and (b), and this instruction);

→ 2

(2) designate a single focal point of contact for shore structure matters, including detachments. Ensure all actions to establish, disestablish, or modify are processed through this designated focal point. The name, title, code, and telephone number of the designated focal point will be furnished to the Resources and Management Division (AIR-712) when assigned or changed;


(3) ensure establishment, disestablishment, and modification action proposals are processed following references (a), (b), and this instruction through command channels to AIR-712 in sufficient time for processing to the designated approving official prior to the desired operational date; (Report Symbol OPNAV 5450-5.) (Furnish a copy to the appropriate primary support official (PSO) for comment to AIR-712.) and

(4) review duty locations and detachment records at least every 6 months to ensure necessary actions and corrections have been done.

b. The cognizant PSO designated in reference (c) will furnish AIR-712 comments, recommendations, or concurrence on all proposals.

c. NAVAIRHQ AIR-712 will review all proposals and prepare either a return endorsement indicating nonconcurrence or a forwarding endorsement to CNO ~~via CMM~~ for shore activities and category 1 detachments ~~or to CMM~~ for category 2 detachments, (following references (a), and (b)). Category 2 requests will be processed by AIR-712 and those approved will be issued by NAVAIR notice. COMNAVAIR (AIR-00), the Vice Commander (AIR-09), the Deputy Commander (AIR-07), and the Director Corporate Management Directorate (AIR-71) only, will sign these notices. Further delegation of signature authority for establishment, disestablishment or modification of detachments is specifically prohibited. → 2

D)


H. E. GOLDSTEIN
Director, Corporate Management
Directorate

Distribution: (2 copies each)
SNDL: FKR

Copy to: (2 copies each unless otherwise specified)

A3 ← SNDL: ~~A4A (MAT 051, MAT 08)~~; C37E4 (NPPSDO, NDW C/L); C37F3
(Morgantown (1 copy)); FKA1A (Deputy Commanders, Assistant
Commanders, Comptroller, Command Special Assistants, Program
Directors, Division Directors, AIR-07D21 A/L (1 copy); AIR-712
(5 copies), AIR-7221 (10 copies), AIR-7221F (40 copies))

Stocked: Commanding Officer, Naval Publications and Forms
Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099

↓
Designated Program Managers,
Program Coordinators, and
Office and